



**Muscogee (Creek) Nation**  
**Human Resource Management Services**

**Employee Requisition**

PO BOX 580  
OKMULGEE, OK 74447  
Telephone (918) 732-7827  
Toll-Free (800) 482-1979  
Fax (918) 756-2284

Submitted Date 08/01/2016	Employee Requisition Number	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>ARMED SECURITY</b>			
Pay Grade HG 7	Salary Range \$22,380-29,161	Classification Hourly	
Department: CMN STAFF	Location: Okmulgee	Location Code: 45	FT/PT 1-Full Time

**COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.**  
**MUSCOGEE (CREEK) AND INDIAN PREFERENCE.**

General Summary:	Under the supervision of the Dean of Student Affairs, the Security Officer shall enforce the laws of the Muscogee Nation (MCN) and the rules and regulations of the College of the Muscogee Nation (CMN), conduct preliminary investigations, prepare reports, respond to emergencies and maintain campus building and parking lot security.
Principal Duties and Responsibilities:	<ul style="list-style-type: none"><li>• Respond to unusual or emergency situations on campus using the appropriate escalation of force level up to and including armed response by following established protocol.</li><li>• Maintain proficiency in the use of all assigned protective equipment, restraint devices and weapons.</li><li>• Control access to campus, student housing and/or buildings through the admittance process; precludes unauthorized access to facilities, and the conversion, theft or intentional destruction of physical assets.</li><li>• Observe and report activities and incidents, providing for the security and safety of CMN students, property and personnel.</li><li>• Make periodic tours to check for irregularities and to inspect protection devices and fire control equipment.</li><li>• Preserve order and act to enforce regulations and directives for the site pertaining to students, personnel, visitors, and premises.</li><li>• Monitor entrances and exits; act to prevent unapproved or unlawful entry; control entrances, the movement of people and vehicles, and parking.</li><li>• Patrol assigned site on foot or in vehicle; check for unsafe conditions, hazards, unlocked doors, security violations.</li><li>• Observe and report incidents, emergency situations or suspicious activity to CMN representatives or college administration as directed.</li><li>• Respond to incidents of fire, medical emergency, bomb threat, flooding, water discharge, elevator emergency, hazardous materials, inclement weather, active shooter and other incidents.</li><li>• Prepare logs and report as required.</li><li>• Maintain professional personal appearance at all times.</li><li>• Exercise good public relations with patrons, students and</li></ul>



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	<p>employees.</p> <ul style="list-style-type: none"> <li>• Transport students to and from OSUIT Student Union for meals when requested.</li> <li>• Answer telephone at reception desk after normal business hours and on weekends.</li> <li>• Carry both CMN cell phone and radio at all times when on duty.</li> <li>• Contact and assist MCN Lighthorse in any emergency situation.</li> <li>• Omission of specific duty requirements does not exclude them if they are related to the position.</li> <li>• Perform all other duties as assigned.</li> <li>• With or without reasonable accommodation, the physical and mental requirements of this job may include the following: seeing, hearing, speaking, and writing clearly. Occasional reaching with hands and arms, stooping, kneeling, crouching and crawling. Frequent sitting, standing and walking, which may be required for long periods of time, and may involve climbing stairs and walking up inclines and on uneven terrain. Additional physical requirements may include, frequent lifting and/or moving up to 10 pounds and occasional lifting and/or moving up to 25 pounds.</li> <li>• Must be able to meet and continue to meet any applicable tribal, state, county and municipal licensing and permit requirements for Security Officers and armed security work and specific protective device and weapons qualifications.</li> <li>• Work in environments and under conditions that require carrying authorized weapons and ammunition, the use of protective gear and devices, and awareness of personal safety and safety of others.</li> <li>• Required to utilize rapid and effective judgment in responding to unusual or emergency situations using appropriate escalation of force level.</li> <li>• Experience in armed security, military service, law enforcement or a related field, sufficient to meet the minimum requirements for tribal, state and local licensing and/or site standards as established by the CMN.</li> <li>• Must be certified in First Aid, CPR and AED.</li> </ul>
Minimum Requirements:	High School Diploma or GED equivalent. Licensed as an armed security officer. Valid Oklahoma driver's license. 21 years of age with reputable character and no criminal record, good driving record, good written and oral skills. Must be able to pass background check.
Preferred Requirements:	Ability to speak the Muscogee Creek language is preferable but not a requirement. Native American and Veteran preference.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	Licensed as an armed security officer.

### Competencies:

**Customer Service:** Responds promptly to customer needs.

**Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.



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- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

#### Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: ☒ Up to 50 lbs. ☐ Up to 100 lbs. ☐ Over 100 lbs.  
☐ Physical Exam Required

#### Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- ☐ Fumes or airborne particles ☒ Outside weather conditions ☐ Toxic or caustic chemicals  
☐ Risk of electrical shock ☐ Vibration ☒ Loud Noise

#### Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

#### Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.